

MEMORANDUM FOR THE RECORD:

SUBJECT: Vital Material Deposit Schedule for the Commercial Staff

25X1A6a

1. On the 19th of November I met with Mr. [REDACTED], Chief of the Commercial Staff and some of his associates to discuss their Vital Materials Program.

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2. I gave to Mr. [REDACTED] a suggested list of vital documents which they could use as guide lines in selecting the types of materials which they thought should be transferred to the Agency Vital Materials Repository. Mr. [REDACTED] felt that this list was a good guide line and in substance they are using it now. They will, however, apply these standards throughout their program and see if there are additional materials which should be selected for deposit.

3. The Commercial Staff depends to a large extent upon such offices as Comptroller and the various divisions in the DD/P Area to deposit certain basic records which in an emergency would be used by the Commercial Staff as well as by the depositing office. In addition, there are possibly a few internal administrative papers which the Commercial Staff should deposit themselves. I suggested, for instance, that the Commercial Staff prepare in memorandum form a listing of all of the papers which are being deposited for them by other offices. The Commercial Staff would then deposit this memorandum in a separate part of the Repository allocated to the Commercial Staff. They, in effect, then would have an index to all materials which they would need for emergency operations.

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4. Mr. [REDACTED] and his Staff agreed with this proposal and will proceed in that manner.

5. The following also attended the meeting:

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Mr. [REDACTED]
Mr. [REDACTED]
(Miss [REDACTED])
Miss [REDACTED]

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Attachment

Guide Line List of Vital Documents

Real Estate and Construction

Leases and Land Deeds
Rental, Royalty and Cost of Leasing Ledgers
Acreage cost, Rental, and Royalty Control
Abstracts of Title
Station Engineering Drawings and Maps

Legal

Corporate Minutes
Contracts
Documental or Corporate Files

Tax

Federal Income Tax Return Work Paper and Schedules

Accounting

Cash Books
Accounts Receivable
Paid Canceled Checks
Depreciation Ledgers
Certificates of Stocks and Bonds

Personnel

Retirement Income, Hospitalization, Life Insurance Records and
Employee History Records
Employee's Earning Records

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